WELCOME TO THE TURVILLE MEMORIAL HALL HUSBANDS BOSWORTH

USER GUIDE

APRIL 2011

Turville Memorial Hall User Guide
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Introduction
Welcome to the Turville Memorial Hall, Husbands Bosworth and thank you for booking the hall for your function/activity. We want you to have a good experience in the hall so have outlined some helpful information below. If you feel there is any additional information that should be included it would be great to hear from you so we can help future users.

Documentation
You should have received the following:

- A copy of the hire agreement you signed on booking the hall
- A copy of the fire plan

Key Contacts
Should you need anything the key contacts for the Hall are as below:
Kenny Anderson: 07967 698 390
Claire Kennedy: 07872 624 568
Katharine Wright: 07587 636 660

Heating
Please find below the instructions for turning on the heating in the various areas of the Hall:
Main Hall – Ceiling mounted heaters are individually switched on/off
Main Hall – Wall heaters. These require to be switched on using the appropriately marked switch within the heating cupboard (on the right hand side of the corridor as you approach the committee room)
Committee Room – All operated via the appropriately marked switch within the heating cupboard.

Lighting
The lighting switches for the corridor & toilets can be found opposite the main door in the entry hall. The lights for the committee room are on the right hand side as you enter the room. The lights for the main hall are to the left of the stage.

Plug Sockets
Plug sockets can be found in the committee room, store room and in the main hall.
An additional socket is positioned to the rear of the Stage Area.

All electrical equipment brought onto the premises is required to have been subject to a formal Portable Appliance Test.

Kitchen
The contents of the kitchen cupboards are clearly labelled so you can find any crockery or utensils you need.

If you need to use the dishwasher, please read the instructions provided beside the dishwasher. Please note that the dishwasher needs thirty minutes to heat up so please ensure you allow enough time prior to you needing it.

The fridge needs to be plugged in if you are using it. After use, please clean out and unplug again.

Water Heater
This is operated by switching on the socket next to the Dishwasher and then using the switch next to the water heater itself. Please ensure this is switched off on departure.

Access to the Stage
The stage can be accessed via the stairs in the storage room. Go through the committee room and then turn right into the store room. There are two doors to the stage from this room.

On Leaving the Hall
Please turn off the heating in the heating cupboard by following the instructions provided in the cupboard.

Please leave the hall as you found it. Brushes and other cleaning equipment can be found in the cupboard in the ladies toilets.

Please ensure all doors to the hall are locked and return the key to the bookings secretary.

Fire Safety
There are a number of Fire Extinguishers located throughout the premises. Please ensure that these remain in their designated space and must not be used to "prop" doors open.
Please familiarise yourself with the location of the Fire Exit Doors – these are positioned in the Rear Hallway and within the Main Hall. (See attached plan)
You should appoint someone to act as the designated Fire Warden. They must be responsible for safe evacuation of the premises and contacting the Fire & Rescue Services.

Thanks again for hiring the hall and that your function/activity is a success.
If you have any feedback, please contact Katharine Wright on 07587 636 660

The Committee